

G. R. S. 58]

Previous references.

File No. 40-15-

1915.

Serial Nos. /

(*Gen. Press*)

Later references.

Preserve

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for January 1916.

SUBJECT.

*Rules for the destruction of records in the Press Office
etc.*

6745

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SE	15-9-16
F	M. P.
SERIAL	40-15
	1

Proceedings of the Government of His Highness
the Maharaja of Mysore.

Read:-

Correspondence ending with letter No.1037 dated the 2nd November 1915 from the Superintendent, Government Press, submitting proposals for the periodical destruction of records in the Government Press office and in the offices of the Compiler, Mysore Gazette, and the Registrar of authorised - publications.

Order thereon No. 108-*Ex. G.* dated Bangalore, 21st January 1916
22nd

The lists received with the above are approved with slight alterations and printed an appendix to this order.

(Sd) D.M.Narasinga Rao,
Secretary to Government,
General Department.

To

The Superintendent, Government Press.

Copy to Branch V.

By Order,

H. M. S. Narasay

For General Secretary to Govt.

W

Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE DEPARTMENTS. -

G. O. No. 106—E. A. (G.), dated 21st January 1916

Record rules

**Sanctions. — for the offices of the Superintendent, Government Press,
Compiler, *Mysore Gazette*, and Registrar of Authorised Publications.**

No. 106—E. A. (G.), DATED 21ST JANUARY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Correspondence ending with letter No. 1037, dated the 2nd November 1915, from the Superintendent, Government Press, submitting proposals for the periodical destruction of records in the Government Press office and in the offices of the Compiler, *Mysore Gazette*, and the Registrar of Authorised Publications.

Order No. 106—E. A. (G.), dated 21st January 1916.

The lists received with the above are approved with slight alterations and printed an appendix to this order.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Superintendent, Government Press.

Exd.—C. R.

Copied to Branch V

15/2/16

*nni ad hanc. Nari.
for recd to govt
genl depts*

No. 106—E. A. (G.), DATED 21st JANUARY 1916.

List of records and registers of the offices of the Superintendent, Government Press, Compiler, *Mysoor Gazette*, and Registrar of Authorised Publications, to be either preserved permanently or destroyed at intervals:

I. OFFICE AND ACCOUNTS.

A. (To be retained permanently).

Copies of annual returns of establishments.
Permanent establishment acquittance rolls.
Piece-work do
Government order files.
Bill book.
Cash book.
Insurance register.
"From" and "To" registers.
Remittance books.
Leave register of both permanent and piece-work establishments.
Overtime allowance—money receipts to be retained; receipt of work and extras allowed may be destroyed after audit.
Pension papers and Service Registers (to be destroyed, however, after the death or retirement of the incumbent).

B. (To be destroyed after 5 years).

House-building advance register.
Tender files.
Contingent register.
Copies of correspondence.

(ii) After audit and receipt of Government orders thereon.

Compositors' register.
Pressmen, do
Binders, do
Type-casters do
Travelling allowance register.
Service postage account books.
Work register.
Stationery register.
Voucher files not selected for audit and relating to periods, the audit of which is over — to be destroyed six months after the disposal of the objection statements of that period. Audited files to be preserved till a review thereof by the Government is over.

II. STORES.

A. (To be retained permanently).

Stock ledger of Plant and Machinery.
Stock register of papers in the Press.
File book of invoices.

B. (To be destroyed after audit and receipt of Government orders thereon).

Receipt register of consumable articles.
Issue do do
Rough day book of receipts and issues.
Order book for articles.
Contractors' Indent book for articles.
Do Receipt do
Requisition slips from several Branches.

III. DESPATCHING BRANCH.

(To be destroyed after five years).

P. R. Register.
Invoice books.
Delivery books.
Indents.

IV. GAZETTE BRANCH.

1. (To be retained permanently).

"From" and "To" registers.
Cash book.
Remittance book.
Gazette files.

No. 106—E. A. (G.), DATED 21ST JANUARY 1916.

B. (To be destroyed after five years).

Tappa book.
 Local delivery book.
 Gazette register.
 Advertisement register.
 Ledger.
 Subscribers' register.
 Acknowledgment register.
 Bill book.
 Guide sheets—English service.
 Kanarese service.
 English and Kanarese service.
 English subscribers.
 Kanarese subscribers.
 English and Kanarese subscribers.
 Local delivery.
 His Majesty's service.
 Government orders for inserting Notifications in the Gazette.
 All correspondence re insertion of matter in the Gazette.
 Letters re subscription to the Gazette.
 Spare copies of the Gazette.

V. OFFICE OF THE REGISTRAR OF AUTHORIZED PUBLICATIONS.

A. (To be retained permanently).

From and To registers.
 Catalogue of books registered.

B. (To be destroyed after five years).

Register of books sent by District Magistrates for registration.
 Register of books forwarded to the British Museum and India Office Libraries.